

4 FAH-3 H-160 FUNDING MATRICES

(CT:FMP-66; 09-20-2011)
(Office of Origin: RM/BP)

4 FAH-3 H-161 DEPARTMENT APPROPRIATIONS

4 FAH-3 H-161.1 Purpose

(CT:FMP-66; 09-20-2011)

The purpose of this subchapter is to provide basic guidance to posts and domestic offices on the use of funds allocated to support Department programs. Funding matrices are negotiated and established to address funding priorities where associated Department appropriations are authorized.

4 FAH-3 H-161.2 Scope and Applicability

(CT:FMP-66; 09-20-2011)

Funding matrices serve as references for financial management officers (FMOs) and other officers abroad to clearly define costs that should be charged to the appropriate allotment, to post's program allotment, ICASS or other allotments. While primarily a reference for personnel at posts abroad, funding matrices also assist domestic offices in understanding and properly allocating costs related to personnel, programs, and activities. Funding matrices are presented as part of the training curricula provided to FMOs, public affairs officers (PAOs), and others at the Foreign Service Institute.

4 FAH-3 H-162 PUBLIC DIPLOMACY (PD)

4 FAH-3 H-162.1 Public Diplomacy Funding Matrix

(CT:FMP-66; 09-20-2011)

The PD funding matrix was negotiated and established as Department policy at the time of the consolidation of the U. S. Information Agency (USIA) into the Department of State on October 1, 1999. Prior to consolidation, approved plans accounted for and identified "USIA operating accounts that

will be merged into parallel State appropriations with a separate allotment process established for overseas public diplomacy programs and products.” At that time, guidance to the field via ALDAC 134411 dated July 17, 1999, provided specific and detailed discussion of the PD field allotment and was the basis for the PD funding matrix being developed.

4 FAH-3 H-162.2 Reading the PD Funding Matrix

(CT:FMP-66; 09-20-2011)

- a. Certain line items and columns in the PD funding matrix (see 4 FAH-3 Exhibit H-162.2) have been footnoted to ensure clarity as follows:
- (1) **D&CP PD** (Post Allotment): Diplomatic and Consular Program Public Diplomacy funding (0113.7) to the posts, supporting costs for activities directly expensed against the PD appropriation;
 - (2) **D&CP Direct**: Diplomatic and Consular Program funding (0113.2), which is managed and executed in support of PD activities and initiatives;
 - (3) **D&CP PD Other**: With respect to salaries and certain allowances (identified by the code X_{WCA}) for American personnel in PD positions, these costs are applied against the Department’s PD appropriation (0113.7), but funding is shifted to other accounts for execution. Items in this column identified by an X_{a/} for new American PD positions are charged to the State program account 0113.2 at posts;
 - (4) **ECE**: Educational and Cultural Exchange funding (X0209) to support costs for Regional English Language Officer (RELO) positions, activities, and initiatives;
 - (5) **ICASS**: International Cooperative Administrative Support Services funding to cover the administrative support costs, as defined in 6 FAH-5, of PD positions, activities, and initiatives;
 - (6) **WSP**: Worldwide Security Program—Diplomatic Security (DS) funding to cover the cost of PD positions, activities, and initiatives;
 - (7) **OBO**: Overseas Buildings Operations funding to cover the costs of PD positions, activities, and initiatives. All items identified with an X or X_{b/} are charged to OBO allotment at post; and
 - (8) **Representation Expenses for Embassies**: The Department receives overall funding for representation. Prior to allocation to the regional bureaus, RM divides the funding into two categories: State Department Program and Public Diplomacy. The regional bureaus determine the program and public diplomacy allocations for each post and then distribute to the embassies. Representation events

for Public Diplomacy activities are charged to appropriation 0545, function code 2157. The funds may not be co-mingled or used for activities outside of their original intent.

- b. In the event of any new or unexpected requirements, the Bureau of Resource Management, Office of State Programs, Operations, and Budget (RM/BP) retains the authority to shift funding from the expenses contained herein to accommodate these requirements. Contact RM/BP and the Office of Policy, Planning, and Resources for Public Diplomacy and Public Affairs (R/PPR) for any questions related to the PD matrix.

4 FAH-3 H-163 THROUGH H-169 UNASSIGNED

4 FAH-3 EXHIBIT H-162.2 PUBLIC DIPLOMACY FUNDING MATRIX

(CT:FMP-66; 09-20-2011)

| | D&CP PD (Post Allotment) | D&CP DIRECT | D&CP PD OTHER | ECE | ICASS | WSP | OBO |
|---|---|----------------------------|------------------------------|------------|--------------|------------|------------|
| <u>PUBLIC DIPLOMACY FUNDING MATRIX</u> | | | | | | | |
| <u>AMERICAN DH</u> | | | | | | | |
| Salaries* | | | X _{WCA} | X | | | |
| Post Differential Allowance | | | X _{WCA} | X | | | |
| Foreign Transfer Allowance | | | X _{WCA} | | | | |
| Home Service Transfer Allowance | | | X _{WCA} | | | | |
| Employer Contributions (TSP Matching) | | | X _{WCA} | X | | | |
| Post Assignment Travel | | X | | | | | |
| Awards | | X | | X | | | |
| Language Incentive Pay | | X | Xa/ | X | | | |
| Cost of Living Allowance (Post Allowance) ^(1/) | | X | Xa/ | X | | | |
| Danger Pay | | X | Xa/ | X | | | |
| Education Allowance ^(1/) | | X | Xa/ | X | | | |
| Separate Maintenance Allowance | | X | | X | | | |
| Living Quarters Allowance | | | | | | | X |
| Temporary Quarters Allowance | | X | | X | | | |
| Overtime | | X | | X | | | |
| Rest & Relaxation (R&R) | | X | Xa/ | X | | | |
| Educational Travel | | X | | X | | | |
| Family Visitation Travel | | X | | X | | | |

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 3—
Financial Management Procedures

| | D&CP PD (Post Allotment) | D&CP DIRECT | D&CP PD OTHER | ECE | ICASS | WSP | OBO |
|---|---|----------------------------|------------------------------|------------|--------------|------------|------------|
| Emergency Visitation Travel (EVT) ** | | X | | | | | |
| Travel Child of Separated Parents ** | | X | | | | | |
| Post Language Program ** | | X | | | | | |
| Residential Utilities ^(2/) | | X | Xa/ | X | | | |
| Residential Lease Costs (Short-Term Leases) ^(2/) | | | | | | | Xb/ |
| Residential Lease Costs (Long-Term Leases) ^(2/) | | | | | | | X |
| Residential Building Operating Expenses ^{(2/)(3/)} | | X | | X | | | |
| Repair & Maintenance Of Furniture/Equipment ^(2/) | | X | Xa/ | X | | | |
| Short-Term Leases (STL) Residential Maintenance & Repair ^(2/) | | | | | | | X |
| GO/Long-Term Lease (LTL) Residential Routine Maintenance & Repair | | | | | | | X |
| GO/ Long-Term Lease (LTL) Residential Special Projects | | | | | | | Xb/ |
| Residential Generators | | | | | | | X |
| Generator Maintenance (including parts) | | | | | | | X |
| Residential Air Conditioners (less than 36,000 BTU) | | X | | X | | | |
| Residential Air Conditioners (equal to or in excess of 36,000 BTU) | | | | | | | X |
| Residential Furniture | | X | Xa/ | | | | |
| | | | | | | | |
| <u>RESIDENTIAL LOCAL GUARD PROGRAM (LGP)</u> | | | | | | X | |
| | | | | | | | |
| <u>LOCALLY EMPLOYED STAFF</u> | | | | | | | |
| Salaries/Benefits/Overtime*** | X | | | X | | | |

NOTES:

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 3—
Financial Management Procedures

(1/) - For IIP IRO's funding is same as other PD officers; however in some cases, allowances have been paid from PD .7.

IIP intends to make a base transfer to Program to make this consistent effective October 1, 2011.

(2/) - If the employee occupies a shared residential property (e.g. shared apartment compound) then leases, utility maintenance costs may be included in ICASS with the appropriate square footage occupied workload count as the means to share those costs.

(3/) - Some posts may include residential BOE Expendable Supplies for all agencies under ICASS.

*The ECE account covers RELO compensation and benefits, except for RELOs in Ankara, Moscow, and Beijing.

**These expenses were centrally funded in USIA. At the time of consolidation, these funds were cross-walked to Regional Bureaus.

*** The ECE RELO account will cover costs at posts for PSA including benefits; however, there are exceptions where the funding for locally employed staff has been covered by Post PD funds, for example, Moscow, Ankara, and Beijing.

DEFINITIONS:

X_{WCA}: Centrally managed in DC direct charges to PD appropriation (0113.7), including shifts of funding to other point limitations for execution.

X_{a/}: For new PD positions, Washington-held PD funds transfer to D&CP State Program account (0113.2).

X_{b/}: For new PD positions, Washington-held PD funds transfer to OBO.

D&CP PD (Post Allotment): Diplomatic and Consular Program Public Diplomacy (PD) funding (0113.7) to the posts, supporting costs for activities directly expensed against the PD appropriation.

D&CP Direct: Diplomatic and Consular Program funding (0113.2), which is managed and executed in support of PD activities and initiatives.

D&CP PD Other: Diplomatic and Consular Program Public Diplomacy (PD) funding included in the PD appropriation but shifted to another source for execution.

ECE: Educational and Cultural Exchange Program funding (X0209) to support costs for RELO positions, activities, and initiatives.

ICASS: International Cooperative Administrative Support Services funding to cover the costs of PD positions, activities, and initiatives.

WSP (Worldwide Security Program): Diplomatic Security (DS) funding to cover the costs of PD positions, activities, and initiatives.

OBO: Overseas Buildings Operations funding to cover the costs of PD positions, activities, and initiatives.

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 3—
Financial Management Procedures

| | D&CP PD (Post Allotment) | D&CP DIRECT | D&CP PD OTHER | ECE | ICASS | WSP | OBO |
|--|---|----------------------------|------------------------------|------------|--------------|------------|------------|
| <u>OVERSEAS PUBLIC DIPLOMACY PROGRAM COSTS</u> | | | | | | | |
| <u>PRESS & PUBLICATION ACTIVITIES</u> | X | | | | | | |
| | | | | | | | |
| <u>AUDIO-VISUAL FUNCTIONS (DVC, etc.) ^(4/)</u> | X | | | | | | |
| | | | | | | | |
| <u>AMERICAN CENTERS & IRC ACTIVITIES</u> | | | | | | | |
| Reference & Research Materials | X | | | | | | |
| Support Binational Centers Grants | X | | | | | | |
| Student Advising Services ^(5/) | X | | | | | | |
| English Teaching Activities ^(5/) | X | | | | | | |
| Information & Cultural Programs | X | | | | | | |
| Staff Training | X | | | | | | |
| Support for Official/Private Exchange Program | X | | | | | | |
| Program Grants | X | | | | | | |
| | | | | | | | |
| <u>COSTS RELATED TO PROGRAM ACTIVITIES</u> | | | | | | | |
| PAOs & Staff Travel | X | | | | | | |
| Workshops, Conferences | X | | | | | | |
| Reference Books, Magazines | X | | | | | | |
| Locally Employed Staff Training Costs | X | | | | | | |
| Promotional Materials ^(6/) | X | | | | | | |
| | | | | | | | |
| <u>PD PROGRAM SUPPORT</u> | | | | | | | |
| Program Equipment & Supplies | X | | | | | | |

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 3—
Financial Management Procedures

| | D&CP PD (Post Allotment) | D&CP DIRECT | D&CP PD OTHER | ECE | ICASS | WSP | OBO |
|---|---|----------------------------|------------------------------|------------|--------------|------------|------------|
| Cable TV/satellite/internet for PD officers' residences | X | | | | | | |
| Program Grants | X | | | | | | |
| Interpreter Services | X | | | | | | |
| Rentals of Program Equipment | X | | | | | | |
| Long-Distance Tolls, Fax, including PD specific Internet or DIN | X | | | | | | |
| Other Miscellaneous Costs for PD Programs | X | | | | | | |
| | | | | | | | |
| <u>ENGLISH-LANGUAGE PROGRAM SUPPORT (RELO)****</u> | | | | | | | |
| Program Travel | | | | X | | | |
| Program Costs - workshops, seminars, professional development | | | | X | | | |
| Administrative support - supplies, materials, etc. | | | | X | | | |
| | | | | | | | |

NOTES:

(4/) - Other Mission elements may be direct charged for large/long DVC phone bill costs.

(5/) - All recycling is done out of the 19X0113 (no year) appropriation.

(6/) - The PAO should make the determination, in accordance with the intended purpose of the appropriation (31 U.S.C. section 1301), as to whether the promotional items directly support PD programs, including appropriate contests, and should provide an explanation of that determination in the voucher for certification. This can include, but is not limited to, t-shirts, posters, water bottles, pen drives, digital cameras, iPods, books, flag pens, and other items.

PD programs and contests should not use cash or gift cards as promotional items or give-aways. In the purchase of permissible promotional items, the PAO must follow applicable procurement rules and regulations.

****English Language Program Support for Ankara and Moscow are covered by Regional Bureau, however, ECA does provide some funding for TESOL conference and special programs. In addition, ECA provides some program funds to Beijing.

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 3—
Financial Management Procedures

| | D&CP PD (Post Allotment) | D&CP DIRECT | D&CP PD OTHER | ECE | ICASS | WSP | OBO |
|--|---|----------------------------|------------------------------|------------|--------------|------------|------------|
| <u>ADMINISTRATIVE COSTS</u> | | | | | | | |
| | | | | | | | |
| <u>DOMESTIC RENOVATIONS</u> | | X | Xa/ | | | | |
| | | | | | | | |
| <u>STAND-ALONE NON-RESIDENTIAL OFFICE/CENTERS ^(7/)</u> | | | | | | | |
| ST Leases | | | | | | | X |
| LT Leases | | | | | | | X |
| Utilities | | X | | | | | |
| Building & Operating Expenses | | X | | | | | |
| Special Projects GO/ Long-Term Lease (LTL) | | | | | | | X |
| Routine Maintenance & Repair GO/Long Term Lease | | | | | | | X |
| Routine Maintenance & Repair Short Term Lease | | | | | | | X |
| Procurement of Office Generators | | | | | | | X |
| Generator Maintenance including Parts | | X | | | | | |
| Procurement/trans/installation of Air-Conditioners (equal to or in excess of 36,000 BTU) | | | | | | | X |
| Procurement/trans/installation of Air Conditioners (less than 36,000 BTU) | | X | | | | | |
| Office Furniture, Furnishing & Equipment | | | | | | | |
| Replacement FF&E | | X | Xa/ | | | | |
| New Construction | | | | | | | X |
| Moving/Relocation Costs | | X | | | | | |
| | | | | | | | |
| <u>SHARED NON-RESIDENTIAL</u> | | | | | | | |

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 3—
Financial Management Procedures

| | D&CP PD (Post Allotment) | D&CP DIRECT | D&CP PD OTHER | ECE | ICASS | WSP | OBO |
|--|---|----------------------------|------------------------------|------------|--------------|------------|------------|
| <u>OFFICE/CENTERS: (7/)</u> | | | | | | | |
| ST Leases | | | | | X | | |
| LT Leases | | | | | | | X |
| Utilities | | X | | | X | | |
| Building & Operating Expenses | | | | | X | | |
| Special Projects GO/ Long-Term Lease (LTL) | | | | | | | X |
| Routine M&R GO/ Long-Term Lease (LTL) | | | | | | | X |
| Routine M&R Short-Term Leases (STL) | | | | | X | | |
| Procurement of Office Generators | | | | | | | X |
| Generator Maintenance including Parts | | | | | X | | |
| Procurement/trans/installation of Air Conditioners (equal to or in excess of 36,000 BTU) | | | | | | | X |
| Procurement/trans/installation of Air Conditioners (less than 36,000 BTU) | | | | | X | | |
| Office Furniture, Furnishing & Equipment | | | | | | | |
| Replacement FF&E | | X | Xa/ | X | | | |
| New Construction | | | | | | | X |
| Moving/relocation costs | | X | | | X | | |
| | | | | | | | |
| <u>VEHICLES</u> | | | | | | | |
| Fuel/parts/maintenance & repair | | | | | X | | |
| Replacement | | | | | X | | |
| | | | | | | | |
| <u>TECHNOLOGY EQUIPMENT</u> | | | | | | | |
| OpenNet computers & equipment | | X | Xa/ | | | | |
| Classified computers & equipment | | X | | | | | |

U.S. Department of State Foreign Affairs Manual Volume 4 Handbook 3—
Financial Management Procedures

| | D&CP PD (Post Allotment) | D&CP DIRECT | D&CP PD OTHER | ECE | ICASS | WSP | OBO |
|--|---|----------------------------|------------------------------|------------|--------------|------------|------------|
| PD program-specific equipment & software | X | | | | | | |
| Dedicated Internet Networks (DINs) | X | | | | | | |
| IRC Public access equipment & software | X | | | | | | |
| | | | | | | | |
| <u>LOCAL GUARD PROGRAM (LGP) - NON-RESIDENTIAL OFFICE/CENTERS</u> | | | | | | | |
| Single Occupancy | | | | | | X | |
| Shared Occupancy - ^(8/) | | | | | X | X | |

NOTES:

^(7/) - If ICASS staff or operations occupy any portion of the building then the costs should be ICASS. If the building is occupied by only PD and State Program personnel/operations then the cost would be D&CP Direct for non-OBO costs.

^(8/) - DS/WSP covers the cost by paying D&CP when no ICASS platform exists.

Representation Expenses for Embassies. The Department receives overall funding for representation. Prior to allocation to the regional bureaus, RM divides the funding into two categories: State Department Program and Public Diplomacy. The regional bureaus determine the program and public diplomacy allocations for each post and then distribute to the embassies.

Representation events for Public Diplomacy activities are charged to appropriation 0545, function code 2157. The funds may not be co-mingled or used for activities outside their original intent.